

REGULATORY UNIT MANAGEMENT AND ADMINISTRATION MANUAL



July 2000

Office of Safety Regulation of the RPP-WTP Contractor

U.S. Department of Energy
Richland Operations Office
P.O. Box 550, A4-70
Richland, Washington 99352

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Approved by: _____

Date: _____

PREFACE

The U.S. Department of Energy's (DOE) Richland Operations Office (RL) issued the *TWRS Privatization Request for Proposal* (RFP) for Hanford Tank Waste Remediation System (TWRS) Privatization in February 1996. Offerors were requested to submit proposals for the initial processing of the tank waste at Hanford. Some of this radioactive waste has been stored in large underground storage tanks at the Hanford Site since 1944. Currently, approximately 54 million gallons of waste containing approximately 240,000 metric tons of processed chemicals and 250 mega-curies of radionuclides are being stored in 177 tanks. These caustic wastes are in the form of liquids, slurries, saltcakes, and sludges. The wastes stored in the tanks are defined as high-level radioactive waste (10 CFR Part 50, Appendix F) and hazardous waste (Resource Conservation and Recovery Act).

The contract concept was for DOE to enter into a fixed-price contract for the contractor to build and operate a facility to treat the waste according to DOE specifications. The TWRS Privatization Program was divided into two phases, Phase I and Phase II. Phase I was a proof-of-concept/commercial demonstration-scale effort the objectives of which were to (a) demonstrate the technical and business viability of using privatized contractors to treat Hanford tank waste; (b) define and maintain adequate levels of radiological, nuclear, and process safety; (c) maintain environmental protection and compliance; and (d) substantially reduce life-cycle costs and time required to treat the tank waste. The Phase I effort consisted of two parts: Part A and Part B.

Part A consisted of a twenty-month development period to establish appropriate and necessary technical, operational, regulatory, business, and financial elements. This included identification by the TWRS Privatization Contractors and approval by DOE of appropriate safety standards, formulation by the Contractors and approval by DOE of integrated safety management plans, and preparation by the Contractors and evaluation by DOE of initial safety assessments. Of the twenty-month period, sixteen months were used by the Contractors to develop the Part-A products and four months were used by DOE to evaluate the products.

Part B was to consist of a demonstration period to provide tank waste treatment services by the TWRS Privatization Contractors who successfully completed Part A. Demonstration was to address a range of wastes representative of those in the Hanford tanks. Part B was to be 10 to 14 years in duration. Within Part B, wastes were to be processed during a 5- to 9-year period resulting in treatment of 6 to 13 percent of the Hanford tank waste.

Phase II was to be a full-scale production phase in which the remaining tank waste would be processed on a schedule that would accomplish removal from all single-shelled tanks by the year 2018. The objectives of Phase II were to a) implement the lessons learned from Phase I; and b) process all tank waste into forms suitable for final disposal.

In May 2000, DOE chose to terminate the privatization contract and seek new bidders under a different contract strategy. The program name was also changed from the Tank Waste Remediation

System to the River Protection Project (RPP). The RPP is under the direction of the Office of River Protection, which was created by Congress in 1998 to assume programmatic responsibility for the entire Tank Waste Remediation System, including the waste treatment plant (WTP).

A key element of the River Protection Project Waste Treatment Plant (RPP-WTP) is DOE regulation of safety through a specifically chartered, dedicated Regulatory Unit (RU) at RL. This regulation by the RU is authorized by the document entitled *Policy for Safety Regulation of the RPP-WTP Contractor* (referred to as the Policy) and implemented through the document entitled *Memorandum of Agreement for the Execution of Safety Regulation of the RPP-WTP Contractor* (referred to as the MOA). The Under Secretary of Energy; the Assistant Secretary for Environment, Safety and Health (ASEH); and the Assistant Secretary for Environmental Management (ASEM) signed the Policy. The MOA is signed by the ASEH and the ASEM. The nature and characteristics of this regulation are also specified in these documents. The MOA details certain interactions among RL, the ASEH, and the ASEM as well as their respective roles and responsibilities for implementation of this regulation.

The authority of the RU to regulate the RPP-WTP Contractor is derived solely from the terms of the RPP-WTP Contract and for the interim design period, from DOE Memorandum from Huntton to French, dated May 23, 2000. Its authority to regulate the Contractor on behalf of DOE is derived from the Policy. The nature and scope of this special regulation (in the sense that it is based on terms of a contract rather than formal regulations) is delineated in the MOA, the RPP-WTP Contract, and the documents, listed below, which are incorporated into the Contract. This special regulation by the RU in no way replaces any legally established external regulatory authority to regulate in accordance with duly promulgated regulations nor relieves the Contractor from any obligations to comply with such regulations or to be subject to the enforcement practices contained therein.

The Policy, the MOA, the RPP-WTP Contract, and the documents incorporated in the Contract define the essential elements of the regulatory program, which are being executed by the RU and to which the RPP-WTP Contractor must conform. The four radiological, nuclear and process safety-related documents incorporated in the Contract (and also incorporated in the MOA) are:

Concept of the DOE Process for Radiological, Nuclear, and Process Safety Regulation of the RPP Waste Treatment Plant Contractor, DOE/RL-96-0005,

DOE Process for Radiological, Nuclear, and Process Safety Regulation of the RPP Waste Treatment Plant Contractor, DOE/RL-96-0003,

Top-Level Radiological, Nuclear, and Process Safety Standards and Principles for the RPP Waste Treatment Plant Contractor, DOE/RL-96-0006, and

All documents issued by the Office of Safety Regulation of the RPP-WTP Contractor are available to the public through the DOE/RL Public Reading Room at the Consolidated Information Center, Room 101L, Richland, Washington. Copies may be purchased for a duplication fee.

Process for Establishing a Set of Radiological, Nuclear, and Process Safety Standards and Requirements for the RPP Waste Treatment Plant Contractor, DOE/RL-96-0004.

The two non-radiological safety documents are:

Industrial Hygiene and Safety Regulatory Plan, RL/REG-2000-04, and

Regulatory Unit Position on Regulation of the Contractor's Industrial Hygiene and Safety Program, RL/REG-99-11.

In the execution of the regulatory program, the RU considers not only the relevant approaches and practices of DOE but also those of the U.S. Nuclear Regulatory Commission (NRC) and the Occupational Safety and Health Administration (OSHA). The Policy states that

"It is DOE's policy that the RPP-WTP Contractor activities be regulated in a manner that assures adequate safety by application of regulatory concepts and principles consistent with those of the Nuclear Regulatory Commission and the Occupational Safety and Health Administration."

To this end, the RU interacts with the NRC and the OSHA during development and execution of its regulatory program.

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Table of Contents

1.0	INTRODUCTION AND PURPOSE.....	1
2.0	GENERAL MANAGEMENT.....	1
2.1	Safety Rules.....	2
2.1.1	Policy	2
2.1.2	Objective	2
2.1.3	Applicability.....	2
2.2	Security	2
2.2.1	Policy	2
2.2.2	Objectives	2
2.2.3	Applicability.....	2
2.2.4	Procedures	2
2.3	Computer and Software Management.....	3
2.3.1	Policy	3
2.3.2	Objectives	3
2.3.3	Applicability.....	4
3.0	ADMINISTRATIVE PRACTICES	4
3.1	Authorizing Expenditures	4
3.1.1	Policy	4
3.1.2	Objectives	4
3.1.3	Applicability.....	4
3.1.4	Responsibilities.....	4
3.1.5	Requirements	5
3.2	Preparing Employee Time Sheets.....	5
3.2.1	Policy	5
3.2.2	Objectives	6
3.2.3	Applicability.....	6
3.2.4	Procedures	6
3.2.5	Required Forms	6
3.3	Traveling on Official Doe Business.....	9
3.3.1	Policy	9
3.3.2	Objective	9
3.3.3	Applicability.....	9
3.3.4	Procedures	9
3.3.5	Required Forms	9
3.4	Requesting Reimbursements for Relocation Expenses.....	13
3.4.1	Policy	13
3.4.2	Objective	13
3.4.3	Applicability.....	13
4.0	HUMAN RESOURCES AND EMPLOYMENT.....	13

4.1	Orientation of New RU Staff	13
4.1.1	Policy	13
4.1.2	Objectives	14
4.1.3	Applicability.....	14
4.2	Employment and Personnel Placement	14
4.2.1	Policy	14
4.2.2	Objectives	15
4.2.3	Applicability.....	15
4.3	Employee Work Schedules	15
4.3.1	Policy	15
4.3.2	Objectives	16
4.3.3	Applicability.....	16
4.4	Holiday Schedule	17
4.4.1	Policy	17
4.4.2	Objectives	17
4.4.3	Applicability.....	17
4.5	Leave Administration.....	17
4.5.1	Policy	17
4.5.2	Objectives	18
4.5.3	Applicability.....	18
4.6	Preventing Sexual Harassment In The Workplace	18
4.6.1	Policy	18
4.6.2	Objectives	19
4.6.3	Applicability.....	19
4.7	Employment-Related Conduct of Employees	19
4.7.1	Policy	19
4.7.2	Objectives	20
4.7.3	Applicability.....	21
4.8	Resolving Employee Concerns.....	22
4.8.1	Policy	22
4.8.2	Objectives	22
4.8.3	Applicability.....	22
5.0	REFERENCES AND RESOURCE MATERIALS	23
6.0	DEFINITIONS	25
7.0	LIST OF TERMS.....	27

Exhibits

Exhibit 1.	RU Cost Account Listing.	7
Exhibit 2.	Example of a Completed RU TAR.	8

Exhibit 3. Itinerary for Proposed Travel. 11

Exhibit 4. Travel Voucher Checklist..... 12

MANAGEMENT AND ADMINISTRATION MANUAL

1.0 INTRODUCTION AND PURPOSE

The Regulatory Unit Management and Administration Manual discusses the policies, guidelines, and practices for the Office of Safety Regulation of the River Protection Project Waste Treatment Plant (RPP-WTP) Contractor (Regulatory Unit [RU]). To ensure effectiveness and consistency in office practices, the RU shall use and maintain the existing U.S. Department of Energy (DOE) and Richland Operations Office (RL) administrative procedures and principles. The RU has also developed supplemental procedures for the unique processes required to successfully complete the RU mission.

The primary intent of the manual is to provide information or direct RU staff to the proper source for most of the DOE, RL, and RU administrative questions and answers. This manual shall guide office and administrative practices for the RU to help RU staff better understand DOE policies and objectives.

RU staff are defined to include employees of DOE or other federal agencies, subcontract support staff, and consultants assigned to support the RU. The manual shall be used by all personnel working in the RU, recognizing that subcontract support staff and consultants also shall abide by their respective company and contractual requirements. Where conflict occurs, DOE and RL requirements shall apply.

The manual is structured to provide information in a summarized, easy-to-access, easy-to-understand format, as follows:

- For general management, employment, and business management procedures that already exist within the DOE and RL, the existing procedures shall be summarized within the text and listed in Section 5.0, "References."
- For new and supplemental procedures, the comprehensive process and responsibility requirements necessary for the RU shall be defined in the text and listed in Section 5.0.

Many of the policies and procedures provide guidelines and principles and may be revised or updated at any time. As a result, the contents of this manual shall be formally updated and maintained as current as possible

2.0 GENERAL MANAGEMENT

General management includes safety rules, security, and computer software management.

2.1 Safety Rules

2.1.1 Policy

The RU shall provide RU staff with safe and healthful workplace conditions according to applicable DOE and RL regulations.

2.1.2 Objective

Provide places and conditions of employment that are as free as practicable from recognized hazards that cause or are likely to cause illness or physical harm.

2.1.3 Applicability

The provisions of this policy apply to safe and healthful workplace conditions.

2.2 Security

2.2.1 Policy

The RU shall maintain a secured environment to protect regulatory information. Special emphasis shall be placed on safeguarding proprietary information that is specific to the Contractor. Access to record files, as well as to RU offices, is restricted to RU staff and approved visitors.

2.2.2 Objectives

- a. Prevent the inadvertent release of proprietary information.
- b. Control access to RU offices.
- c. Identify non-RU staff within RU offices.

2.2.3 Applicability

The provisions of this policy apply to RU offices and the information contained within.

2.2.4 Procedures

- a. Limited Access to RU Office Areas. RU offices are protected areas and shall remain locked while unattended. RU offices are restricted to RU staff and approved visitors only. Approved

visitors are escorted by an RU staff member; unknown (non-DOE) visitors are assigned an RU visitor's badge when checking in with the Information Management Coordinator (IMC). RU badging procedures are described below.

- b. **RU Visitor Badging.** Unknown/non-DOE visitors to the RU are required to check in with the IMC, sign the RU visitor's log, and obtain an RU visitor's badge. If the visitor will be escorted by an RU staff member at all times, a visitor badge may not be necessary. Visitors must wear their RU visitor badge or be escorted throughout their visit within RU offices. RU staff are responsible for their visitors through the duration of the visit. Upon leaving the RU offices, visitors must check out with the IMC and return their assigned RU visitor badges. To prevent the inadvertent release of proprietary information, RU staff should be cognizant of all visitors to RU offices and ensure they are properly badged or escorted.
- c. **Protection of Regulatory Information and Files.** The RU shall maintain its files and protect information in all its media (e.g., paper and electronic) according to RU Management Directive 2.1, *Information Management*. Special care is taken to safeguard proprietary information.

2.3 Computer and Software Management

2.3.1 Policy

The RU shall manage and use computer and software resources according to established DOE and RL regulations. The Hanford Office of Site Services (SSO) recommends using site standard products on the Hanford Local Area Network, the local area network that supports all Hanford Site information systems.

All government-purchased assets are to be tagged by the DOE and used for official government business only. Use of DOE-owned resources that is not approved by, or does not support a contract with, the DOE is prohibited. All commercial software used at RL must be properly licensed and approved by the SSO, Computer Protection Program Manager (CPPM), RL.

Any questions regarding management of computer and software resources may be directed to the RL CPPM at 376-8966 or Customer Technical Support at 376-1234.

2.3.2 Objectives

- a. Implement DOE and RL policies and procedures for managing and using computer and software resources.
- b. Manage computer and software resources in the most efficient, effective, and economic manner to support DOE in accomplishing its missions and functions.

2.3.3 Applicability

The provisions of this policy apply to managing and using DOE-owned computer and software resources.

3.0 ADMINISTRATIVE PRACTICES

Administrative practices include authorizing expenditures, preparing employee time sheets, traveling on official DOE business, and requesting reimbursement for relocation expenses.

3.1 Authorizing Expenditures

3.1.1 Policy

The RU shall comply with applicable DOE and RL signature requirements for authorizing expenditures. In addition, the RU shall define general signature authority for authorizing expenditures incurred by the RU. Signature requirements for other procedures shall not be affected by this procedure.

3.1.2 Objectives

- a. Define general signature authority for authorizing expenditures incurred by the RU.
- b. Determine signature authority for authorizing expenditures, including delegated signature authority, when the Regulatory Official (RO) is not available.

3.1.3 Applicability

The provisions of the policy apply to the RU's approval of expenditures.

3.1.4 Responsibilities

- a. The RO shall be responsible for the following.
 - Ensure that signature authority for authorizing expenditures granted to subordinate managers complies with DOE and RL signature requirements.
 - Determine whether delegation of signature authority is required to ensure continuity of operations during a planned absence or temporary assignment. (An absence longer than two months should be covered by a formal delegation.)

- Perform an annual review of signature authority for authorizing expenditures.
 - Review and approve expenditures for business travel, foreign travel, business conferences, and personnel and employment candidates.
 - Concur on expenditures for purchased services.
- b. The Regulatory Process Administrator shall be responsible for the following.
- Concur on expenditures for business travel, foreign travel, and business conferences.
 - Concur on expenditures for office moves, personnel and employment candidates, and specialty items.
- c. The Cost Account Managers shall be responsible for the following.
- Maintain responsibility for each respective cost account.
- d. The Regulatory Assistant (RA) shall be responsible for the following.
- Review and approve expenditures for office supplies, general supplies, and excess property; photography, graphics, and video equipment/rentals; reference materials; and specialty items.
 - Review and approve expenditures in the areas of business travel, foreign travel, business conferences, and personnel and employment candidates.
 - Concur on expenditures for duplicating and reproduction services.
 - Concur on expenditures for purchased services.

3.1.5 Requirements

Appropriate signatures and/or concurrence shall be obtained when incurring expenditures.

3.2 Preparing Employee Time Sheets

3.2.1 Policy

The RU shall use time sheets as the official record of the hours worked by the employees.

3.2.2 Objectives

- a. Establish a system of recording and reporting time that will provide affirmative evidence of hours charged to the RU.
- b. Identify hours charged to the RU to specific activities that are defined by cost account Work Breakdown Structure codes.
- c. Provide detailed cost information for planning, budgeting, and reporting purposes.

3.2.3 Applicability

The provisions of this policy apply to RU staff for the hours they charge to the RU.

3.2.4 Procedures

Hours worked by RU staff must be charged to the appropriate RU charge codes. The charge codes are referred to as cost accounts and identify a planned scope of work to be performed. Exhibit 1 represents the RU Cost Account Listing. This list shall be used to select the correct charge codes in recording time. (Absences are charged to RU108.) This method of timekeeping has been implemented for assessing performance on a monthly basis.

- a. DOE Employees. DOE employees shall use a modified federal Time and Attendance Report (TAR) for timekeeping. An example of a completed RU TAR is shown in Exhibit 2. The RA shall provide DOE employees with a new time sheet at the start of each new pay period. When the pay period ends, time sheets shall be returned to the RA for input to the RL timekeeping system. Questions regarding time and attendance reporting may be directed to the RA.
- b. Subcontract Support Staff and Consultants. Subcontract support staff and consultants shall use their company time sheets for timekeeping and shall abide by their respective company and contractual requirements for obtaining, recording, and submitting their time sheets. Time sheets will be used to generate invoices for hours worked. All invoices must reflect the same level of detail as shown on the time sheet unless an actual RU time sheet is attached to the invoice as supporting detail.

3.2.5 Required Forms

For DOE employees only, an RU TAR shall be used for recording hours worked (see Exhibit 2).

Exhibit 1. RU Cost Account Listing.

**REGULATORY UNIT
WORK BREAKDOWN STRUCTURE**

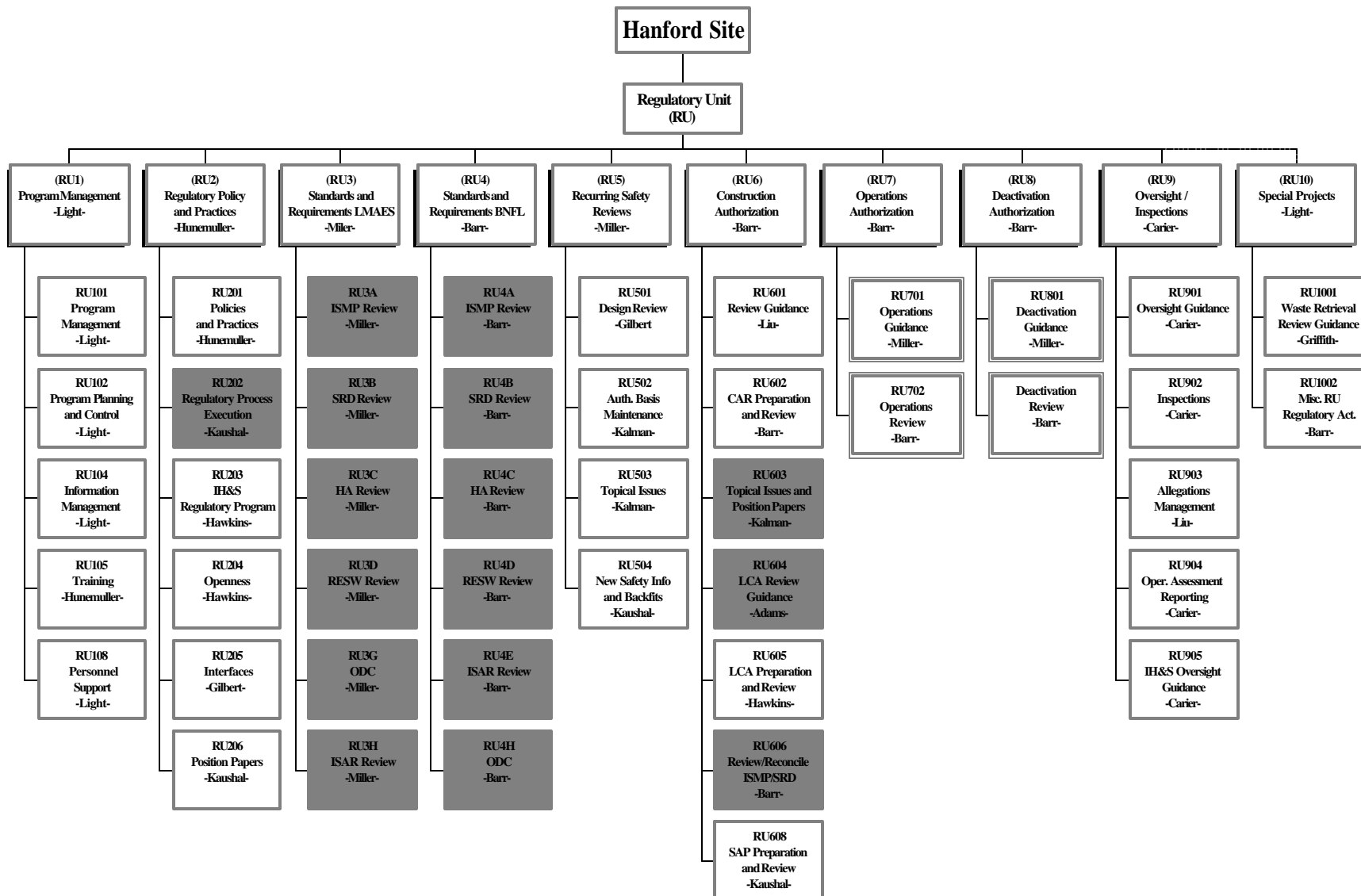


Exhibit 2. Example of a Completed RU TAR.

Name: _____							Pay Period: 9919							
Date	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
29-Aug	30-Aug	31-Aug	1-Sep	2-Sep	3-Sep	4-Sep	5-Sep	6-Sep	7-Sep	8-Sep	9-Sep	10-Sep	11-Sep	
6.101 Regular Hours (010)		9	5	2	2				9	9	9	9	8	
6.105 Regular Hours (010)					2									
6.603 Regular Hours (010)			4	2	5									
6. Regular Hours (010)														
6. Regular Hours (010)														
6. Regular Hours (010)														
6. Regular Hours (010)														
6. Regular Hours (010)														
6.109 Cr. Hrs. Used (231) Timeframes:														
6.109 Comp Time Used (041) Timeframes:														
6.109 Annual Leave (020) Timeframes:				5										
6.109 Sick Leave (030) Timeframes:														
6.109 Care of Family (03C) Timeframes:														
6.109 Time Off Award (251) Timeframes:														
TOTALS ACCOUNTABLE HOURS		9	9	9	9	CWS			9	9	9	9	8	
6. Overtime Worked (110) Timeframes:														
6. Cr. Hrs. Worked (230) Timeframes:														
6. Comp Time Earned (040) Timeframes:														

3.3 Traveling on Official DOE Business

3.3.1 Policy

The RU shall comply with DOE and RL regulations when traveling on official DOE business. DOE's policy is that official travel is authorized and related expenses are allowed only for official purposes and by means that are clearly in the best interest of the government. This policy provides RU staff with the information necessary for planning official business travel and requesting reimbursement for travel expenses. Travel will be administratively approved only when government business cannot be handled satisfactorily by correspondence, electronic mail, facsimile, videoconference, or telephone. Any travel taken by subcontract support staff or consultants must be preapproved according to the terms of each contract.

3.3.2 Objective

Provide RU staff with advice and guidance on matters relating to official DOE travel.

3.3.3 Applicability

The provisions of this policy apply to RU staff who travel and/or incur expenses related to official DOE business.

3.3.4 Procedures

- a. DOE Employees. Any travel taken by DOE employees must be preapproved by the RO. The traveler must submit an "Itinerary for Proposed Travel" form (Exhibit 3) to the RA. The RA shall input the travel data into the Travel Manager Program and obtain the RO's approval. After RO approval, the RA shall make travel arrangements.

After travel is complete, the traveler must submit a "Travel Voucher Checklist" form (Exhibit 4) to the RA. The RA shall input the data into the Travel Manager Program and obtain the traveler's approval. The voucher is then routed through the Travel Manager System for processing payment.

- b. Subcontract Support Staff and Consultants. Any travel taken by subcontract support staff or consultants must be preapproved according to the terms of each contract.

3.3.5 Required Forms

- a. "Itinerary for Proposed Travel" (Exhibit 3).

- b. “Travel Voucher Checklist” (Exhibit 4).

Exhibit 3. Itinerary for Proposed Travel.

ITINERARY FOR PROPOSED TRAVEL		
Traveller: Complete items 1 - 8 and submit to the RA for processing.		
1) Name:	_____	
2) Dates of Trip:	From: _____ To: _____	
3) Destination:	_____ _____	
4) Purpose of trip:	_____ _____	
5) Is this trip to attend a conference/seminar? ___N___Y Registration fee? _____		
6) Motel/Hotel Preference:	1st Choice _____ 2nd Choice _____	
7) Rental Car required? N / Y	Justification: _____ _____ _____	
8) Special Requests: (i.e., specific flight times, variation in travel plans, driving personal vehicle, etc.) _____ _____ _____ _____		
9) Preapproval: _____ (initials)		
<div style="display: flex; justify-content: space-between;"> Flight Information: Cost \$ _____ </div> <div style="display: flex; justify-content: space-between;"> <div> LV Pasco AR: _____ LV: _____ AR: _____ </div> <div> Time: _____ Time: _____ Time: _____ Time: _____ </div> </div>		
Refer to Mutual Travel's itinerary for Hotel/Rental Car confirmation numbers.		

Exhibit 4. Travel Voucher Checklist

TRAVEL VOUCHER CHECKLIST		
Name: _____		
Dates of Travel: _____ From: _____ To: _____		
Destination: _____		
Date Leaving Residence or Fed Bldg.: _____		
Date Returned to Residence or Fed Bldg.: _____		
Total Miles to Airport: _____		Number of trips: _____
Misc. Expenses:		

Trip Notes:		

Attach the following:		
1. Travel authorization	4. Hotel Receipt	7. Registration Fee receipt
2. Airline Tickets	5. Gas receipt	8. ATM receipt
3. Rental Car Agreement	6. Parking receipt	9. Taxi/etc. receipts over \$25.00

3.4 Requesting Reimbursements for Relocation Expenses

3.4.1 Policy

The RU shall comply with DOE regulations when requesting reimbursements for relocation expenses. This policy provides RU staff with the information necessary for requesting reimbursements for travel and transportation expenses incurred by an employee who, in the interest of the government, is transferred from one official station to another within or between executive departments.

3.4.2 Objective

Provide RU staff with advice and guidance on requesting reimbursements for relocation expenses.

3.4.3 Applicability

The provisions of this policy apply to civilian officers or employees who, in the interest of the government, incur authorized relocation expenses.

4.0 HUMAN RESOURCES AND EMPLOYMENT

This section covers orientation of new RU staff, employment and personnel placement, employee work schedules, holiday schedule, leave administration, preventing sexual harassment in the workplace, employment-related conduct of employees, and resolving employee concerns.

4.1 Orientation of New RU Staff

4.1.1 Policy

New RU staff shall be provided with a systematic and thorough orientation to the regulatory program objectives and processes. New RU staff shall receive a copy of this manual; RL/REG-97-05; *RU Management Directives* (), and General Information Background Information, Guidance & Requirements for the River Protection Project Waste Treatment Plant (RPP-WTP) Contractor. The General Information Background Information Guidance & Requirements for the RPP-WTP Contractor, often referred to as the RU Governing Documents, consists of the following documents:

- a. DOE/RL-96-25, *Policy for Safety Regulation of the RPP-WTP Contractor*
- b. DOE/RL-96-26. *Memorandum of Agreement for the Safety Regulation of the RPP-WTP Contractor*

- c. DOE/RL-96-0003, *DOE Process for Radiological, Nuclear, and Process Safety Regulation of the RPP Waste Treatment Plant Contractor*.
- d. DOE/RL-96-0004, *Process for Establishing a Set of Radiological, Nuclear, and Process Safety Standards and Requirements for the RPP Waste Treatment Plant Contractor*.
- e. DOE/RL-96-0005, *Concept of the DOE Regulatory Process for Radiological, Nuclear, and Process Safety Regulation of the RPP Waste Treatment Plant Contractor*.
- f. DOE/RL-96-0006, *Top-Level Radiological, Nuclear, and Process Safety Standards and Principles for the RPP Waste Treatment Plant Contractor*.

New RU staff can also refer to the RU library for supporting documents.

4.1.2 Objectives

- a. Communicate the overview and philosophy of the DOE's establishment of the RU.
- b. Communicate the basic concept of the RU's approach to radiological, nuclear, and process safety.
- c. Communicate the RU's overall regulatory responsibilities and functions.
- d. Communicate the processes by which the RU shall provide regulatory oversight in an independent and open manner, consistent with the concepts and principles of the U.S. Nuclear Regulatory Commission.
- e. Familiarize new RU staff with the resources available to the RU, such as the RU library, the DOE Public Reading Room, and the RU internet website.

4.1.3 Applicability

The provisions of this policy apply to the RO or designee responsible for orientating new RU staff.

4.2 Employment and Personnel Placement

4.2.1 Policy

When filling vacant positions, the RU shall implement applicable DOE and RL regulations that provide equal employment opportunity for all DOE employees, applicants, subcontract support staff, and

consultants regardless of race, color, religion, sex, sexual orientation, national origin, age, and physical or mental impairments.

4.2.2 Objectives

- a. Provide equal employment opportunity for all DOE employees, applicants, subcontract support staff, and consultants.
- b. Identify and eliminate barriers to employment, both physical and nonphysical.
- c. Prohibit discrimination in employment or contractual agreements because of race, color, religion, sex, sexual orientation, national origin, age, and physical or mental impairments.
- d. Promote the full realization of equal employment opportunity for minorities, women, and people with disabilities through appropriate employment programs.

4.2.3 Applicability

The provisions of this policy apply to all aspects of employment and personnel placement of DOE employees, applicants, subcontract support staff, and consultants within the RU.

4.3 Employee Work Schedules

4.3.1 Policy

The RU shall implement work schedules according to DOE and RL regulations and procedures. This policy provides basic information regarding employee work schedules, as defined by DOE and RL. Specific employee work schedule arrangements should be discussed with the appropriate manager.

Full-time employees have a basic work requirement of 8 hours per day, 40 hours per week, and 80 hours per biweekly pay period. Federal RU staff may be eligible for Alternate Work Schedules (AWS), which allow employees flexible work schedules. Nonfederal RU staff shall obtain approval from the RO for changes in work schedules. In addition, subcontract support staff and consultants shall abide by their contractual and company requirements regarding work schedules.

The types of AWS, as defined by DOE and RL's Office of Human Resource Management Services (HRM), are as follows.

- a. Flexible Work Schedule

The flexible work schedule splits the workday into two distinct kinds of time:

- Core Hours: 9:30 a.m. to 2:30 p.m. Full-time employees are required to be at work during core hours.
- Flexible Hours: The work day starts between 6:00 a.m. and 9:30 a.m. and ends between 2:30 p.m. and 6:00 p.m. No established work schedule will begin earlier than 6:00 a.m. or end later than 6:00 p.m.

b. Compressed Work Schedule

The compressed work schedule enables full-time DOE employees to complete the basic 80-hour biweekly work requirements in less than 10 work days. The only compressed schedule available for RL employees is a 5/4/9. Under this schedule, employees work 80 hours in 9 days, with one day off each pay period. Participating employees work a fixed schedule consisting of four 9-hour days and one 8-hour day one week, and four 9-hour days with a regular day off the alternate week of the pay period. Regardless of the start time, on a 9-hour day the work day would end 9 hours and 30 minutes later (based on the minimum 30 minutes for lunch); on an 8-hour day, the work day would end 8 hours and 30 minutes from the selected start time.

c. Flexiplace

Flexiplace allows DOE employees with special needs to work from home or another physical location outside the office, allowing for continuity or continuation of employment despite serious individual or family conditions.

Questions regarding work schedules may be directed to the RO, RL's HRM, or the appropriate manager.

4.3.2 Objectives

- a. Administer work schedule policy, requirements, and responsibilities according to applicable DOE and RL regulations and procedures.
- b. Provide basic guidance and support for the administration of work schedules, as needed.

4.3.3 Applicability

The provisions of this policy apply to work schedules for federal RU staff and may apply to nonfederal RU staff (based on individual company policy and contract terms.)

4.4 Holiday Schedule

4.4.1 Policy

The RU shall observe the federal holiday schedule. As defined by the DOE's and RL's HRM, the following ten holidays shall be observed each calendar year:

New Year's Day	January 1
Martin Luther King's Birthday	third Monday in January
President's Day	third Monday in February
Memorial Day	last Monday in May
Independence Day	July 4
Labor Day	first Monday in September
Columbus Day	second Monday in October
Veteran's Day	November 11
Thanksgiving Day	fourth Thursday in November
Christmas Day	December 25

As defined by DOE's and RL's HRM, holidays that fall on Saturday will be observed the previous Friday. Holidays that fall on Sunday will be observed the following Monday.

Questions about the holiday schedule may be directed to the RL's HRM or the appropriate manager.

4.4.2 Objectives

- a. Implement holiday schedule policy, requirements, and responsibilities according to DOE and RL regulations and procedures.
- b. Provide basic guidance and support for administering holiday schedules, as approved and defined by DOE and RL.

4.4.3 Applicability

The provisions of this policy apply to holiday schedules for RU staff.

4.5 Leave Administration

4.5.1 Policy

The RU shall implement leave according to applicable DOE and RL regulations and procedures. The types of approved leave, as defined by the DOE's and RL's HRM, are as follows:

- Vacation (Annual Leave)
- Sick Leave
- Military Leave
- Leave Without Pay
- Family and Medical Leave Act
- Court Leave
- Leave for Bone Marrow or Organ Donation
- Administrative Leave
- Absence Without Leave
- Volunteer Leave Transfer Program
- Maternity Leave.

For further information on the types of approved leave, contact the RL's HRM or the appropriate manager.

4.5.2 Objectives

- a. Administer leave policy, requirements, and responsibilities according to applicable DOE and RL regulations and procedures.
- b. Provide RU staff with basic guidance and support for administering leave, as approved and defined by the DOE's and RL's HRM.

4.5.3 Applicability

The provisions of this policy apply to administering leave for federal RU staff and may apply to nonfederal RU staff (based on individual company policy and contract terms.)

4.6 Preventing Sexual Harassment In The Workplace

4.6.1 Policy

The RU deems sexual harassment as unacceptable conduct in the workplace and shall take positive action to eliminate such practices. This policy defines sexual harassment and provides RU staff with the information necessary for reporting and resolving sexual harassment complaints.

Federal regulations establish the criteria for determining what constitutes sexual harassment. As stated in *Title VII of the Civil Rights Act of 1964*, the definition of sexual harassment is as follows:

“Unwelcome sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature when (a) such conduct is made explicit or implicit as a term or condition of an individual’s employment, or (b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (c) such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.”

Sexual harassment includes, but is not limited to, the following:

- Uninvited letters, telephone calls, or distribution or display of materials of a sexual nature
- Uninvited and deliberate touching, leaning over, cornering, or pinching
- Uninvited requests, suggestions, or pressure for sexual favors
- Sexual teasing, jokes, remarks, questions, or other sexually offensive comments
- Pressure for a dating or personal relationship.

Questions regarding sexual harassment may be directed to RL’s HRM or the appropriate manager.

4.6.2 Objectives

- a. Provide a workplace free of sexual harassment, hostility, and intimidation.
- b. Inform RU staff of the negative consequences an act of sexual harassment has against individuals as well as the DOE, RL, and the RU.
- c. Assist with prompt, fair, and impartial investigation and disposition of complaints involving issues of sexual harassment.
- d. Take appropriate action, where necessary, to remedy the effects of sexual harassment.

4.6.3 Applicability

The provisions of this policy apply to preventing sexual harassment in the workplace.

4.7 Employment-Related Conduct of Employees

4.7.1 Policy

The RU shall comply with DOE and RL regulations governing employment-related conduct of employees, such as standards of conduct, political activity, confidential information, conflict of interest, and outside employment. The RU shall diligently conduct business according to the highest legal, ethical, and moral standards.

To ensure that the DOE and the public can have complete confidence in the integrity of the RU, each RU staff member shall:

- Put forth honest effort in performing their duties.
- Act impartially and not give preferential treatment to any private organization or individual.
- Protect and conserve federal property and not use it for other than authorized activities.
- Disclose waste, fraud, abuse, and corruption to appropriate authorities.
- Satisfy in good faith all just financial obligations, especially those imposed by law.
- Adhere to all laws and regulations that provide equal opportunity for all Americans regardless of race, color, religion, sex, national origin, age, or disability.
- Avoid any actions that create the appearance of a conflict of interest.
- Not hold financial interests that conflict with the conscientious performance of duty.
- Not use or appear to use public information for private gain.
- Not solicit or accept gifts or other items of value from anyone whose interests may be substantially affected by the RU staff member's performance or nonperformance.
- Not make unauthorized commitments or promises of any kind to bind the government.
- Not use public office for private gain.
- Not engage in outside employment or activities, including seeking or negotiating for employment, that conflict with official government duties and responsibilities.

NOTE: Federal RU staff are required to sign a Nondisclosure Agreement upon employment with the DOE. In addition, nonfederal RU staff are required to sign a nondisclosure agreement in accordance with RL/REG-97-05, RU Management Directive 2.1, "Information Management."

4.7.2 Objectives

- a. Implement DOE and RL standards of employee standards of conduct, political activity, confidential information, conflict of interest, and outside employment.
- b. Conduct business according to the highest legal, ethical, and moral standards.
- c. Avoid any potential conflict of interest situations, whether real or perceived.

4.7.3 Applicability

The provisions of this policy apply to the employment-related conduct of RU staff.

4.8 Resolving Employee Concerns

4.8.1 Policy

The RU is committed to open, honest, two-way communications with its staff. The RU encourages staff to bring unresolved issues or concerns to the attention of the appropriate level of management. Concerns can originate from federal employees, subcontract support staff, or consultants “having beliefs or technical knowledge related to any impropriety or inadequacy associated with the environment, safety, or health conditions of DOE and contractor-managed nuclear and nonnuclear activities.”¹ RU staff may raise concerns, by any method provided, without recrimination or reprisal.

RU staff may take concerns directly to the RL Office of Special Concerns (SCO) if normal management processes have not or will not resolve the RU staff member’s concerns, or if the manager does not know how to deal with the staff member’s concerns. However, subcontract support staff and consultants are encouraged to use their company’s prescribed chain of command before contacting SCO.

The SCO is designed to complement existing employee reporting procedures to allow an independent avenue for anonymous and confidential reporting and evaluation of employee concerns without replacing existing requirements in DOE Orders, RL Directives (e.g., RLPD 340.1, *Resolutions of Differing Professional Views and Opinions: Policy and Procedure*), rules, regulations, and company and contractual requirements. The RU will support concern resolution and SCO. The SCO will use appropriate resources for investigating and responding to concerns and may also investigate management of safety issues identified by the HRM. Further, the RU shall ensure that RU staff who raise concerns, testify, or otherwise participate in investigations are not harassed, intimidated, or subjected to any discriminatory or retaliatory actions. Any RU staff member who engages in, or condones, any of these actions against another RU staff member or employee will be subject to appropriate corrective measures.

4.8.2 Objectives

- a. Promote prompt identification, reporting, and resolution of employee concerns without the need for sanctions to the employee, subcontract support staff, or consultants.
- b. Provide RU staff with an avenue for anonymous and confidential reporting and evaluation of employee concerns.

4.8.3 Applicability

¹ DOE Order 5480.29, *Employee Concerns Management System*.

The provisions of this policy apply to RU staff who submit concerns or participate in employee concerns investigations.

5.0 REFERENCES AND RESOURCE MATERIALS

10 CFR 708, "DOE Contractor Employee Protection Program," *Code of Federal Regulations*, as amended.

DOE/RL-96-25, *Policy for Safety Regulation of the RPP-WTP Contractor*, Rev. 0, U.S. Department of Energy, Richland Operations Office, 1996.

DOE/RL-96-26, *Memorandum of Agreement for the Safety Regulation of the RPP-WTP Contractor*, Rev. 1, U.S. Department of Energy, Richland Operations Office, 1998.

DOE/RL-96-0003, *DOE Regulatory Process for Radiological, Nuclear, and Process Safety Regulation of the RPP Waste Treatment Plant Contractor*, Rev. 1, U.S. Department of Energy, Richland Operations Office, 1998.

DOE/RL-96-0004, *Process for Establishing a Set of Radiological, Nuclear, and Process Safety Standards and Requirements for the RPP Waste Treatment Plant Contractor*, Rev. 1, U.S. Department of Energy, Richland Operations Office, 1998.

DOE/RL-96-0005, *Concept of the DOE Regulatory Process for Safety Regulation of the RPP Waste Treatment Plant Contractor*, Rev. 1, U.S. Department of Energy, Richland Operations Office, 1998.

DOE/RL-96-0006, *Top-Level Radiological, Nuclear, and Process Safety Standards and Principles for the RPP Waste Treatment Plant Contractor*, Rev. 1, U.S. Department of Energy, Richland Operations Office, 1998.

Department of Energy, Richland Operations Office Employee Handbook.

DOE Manuals

Budget Execution Manual
International Trips

DOE Notices

221.2 "Reporting Fraud, Waste, and Abuse"

DOE Orders

135.1 *Budget Execution- Funds Distribution and Control*
200.1 *Information Management Program*
311.1A *Equal Employment Opportunity and Diversity Program*
322.1 *Pay and Leave Administration and Hours of Duty*

440.1	<i>Worker Protection Management for DOE Federal and Contractor Employees</i>
472.1B	<i>Personnel Security Activities</i>
534.1	<i>Accounting</i>
1360.2B	<i>Unclassified Computer Security Program</i>
1500.2A	<i>Travel Policy and Procedures</i>
1500.3	<i>Foreign Travel Authorization</i>
1500.4A	<i>Travel Charge Card Program</i>
2030.4B	<i>Reporting Fraud, Waste, and Abuse to the Office of Inspector General</i>
3300.3	<i>Employment</i>
3330.2	<i>Priority Placement and Consideration</i>
3600.1B	<i>Time and Attendance Reporting</i>
3750.1	<i>Work Force Discipline</i>
3771.1	<i>Grievance Policy and Procedures</i>
3790.1B	<i>Federal Employee Occupational Safety and Health Program</i>
5300.3D	<i>Telecommunications: Communications Security</i>
5480.29	<i>Employee Concerns Management System</i>

DOE Policies

450.1	“Environment Safety and Health Policy for the Department of Energy Complex”
450.4	“Safety Management System Policy”
551.1	“International Trips”

DOE/Richland Operations Office Implementing Directive

1360.2B	“Unclassified Computer Security Program”
1500.2	“RL Centralized Delta Frequent Flyer Program”
2100.1B	“Administrative Control of Funds”
3000.2,	“Delegation of Personnel Authorities”
5480.29	“RL Employee Concerns Program”

DOE/Richland Operations Office Implementing Procedure

3790.1C	“Occupational Safety & Health Program for Federal Employees at RL”
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DOE/Richland Operations Office Orders

1600.1	“Equal Employment Opportunity Program for the Richland Operations Office”
3330.2	“Priority Placement and Consideration”
3410.3	“New Employee Orientation Program”
3550.1C	“RL Pay Administration and Hours of Duty”
3630.1	“RL Leave Administration”

DOE Directives-Vol. 1, Regulatory Unit Source Book #8, dated 1/9/97.

DOE Integrated Safety Management-Vol. 1, Regulatory Unit Source Book #6, dated 1/9/97.

DOE Work Smart Standards-Vol. 1, Regulatory Unit Source Book #5, 1997.

General Information Background Information Guidance & Requirements for the RPP-WTP Contractor

Hatch Act Reform Amendments of 1993, Pub.L. 103-94 (5 U.S.C., ' 7321, et seq.), Oct. 6, 1993.

Internet Sites RL's Office of Employee Services Internet Address:

<http://www.hanford.gov/doe/hrm/doehrm.htm>

Miscellaneous Documents

Travel Manual (DOE) (see the Regulatory Assistant for the most current manual) *Your Guide to a Successful Permanent Change of Station* (DOE-HQ Accounting Operations)

Regulatory Unit Management Directive and Handbook 2.1, *Information Management*

RL Office Practices Manual.

Secretary of Energy Notices

38-92 "Policy on the Prevention and Eradication of Sexual Harassment in the Workplace"

RL/REG-97-10, *Regulatory Plan*, . Rev. 3, U.S. Department of Energy, Richland Operations Office, 1999.

RLPD 340.1, *Resolution of Differing Professional Views and Opinions Policy and Procedure*, U.S. Department of Energy, Richland Operations Office, 1998.

Title VII of the Civil Rights Act of 1964, Pub.L. 88-352, July 2, 1964, (42 U.S.C., ' 2000e), as amended.

RPP-WTP Regulation-Vol. 1, Regulatory Unit Source Book #4, dated 1/27/97.

Unclassified Security Guide for Users of Personal Computers, Richland Operations Office, 1994.

6.0 DEFINITIONS

Computer Protection Program Manager: The RL staff member responsible for ensuring that the RL Unclassified Computer Security Program complies with DOE Order 1360.2B, *Unclassified Computer Security Program*.

Concurrence: Agreement or union in action.

Consultants: Personnel involved in a contract with the RU to provide or perform administrative or technical tasks, as needed.

Cost Account Manager: The individual assigned to manage the Cost Account and to ensure the performance of work according to the plan.

U.S. Department of Energy Employees: Federal employees, working for DOE, hired by the RU to perform administrative or technical tasks, as needed.

Federal Regulatory Unit Staff: Employees of DOE or other federal agencies assigned to support the RU.

Guidance: Advice, examples, or models that clarify or provide possible methods that may be used to demonstrate acceptable performance.

Nonfederal Regulatory Unit Staff: Subcontract support staff and consultants not employed by DOE or other federal agencies assigned to support the RU.

Protected Information: Proprietary and other information established as warranting special handling to protect trade secrets or competition-sensitive information as referenced in Department of Energy Acquisition Regulation 952.227-75, 10 CFR 2.790, and DOE Order 1700.1.

Public: Individuals who are not occupationally engaged at the Hanford Site.

Radiological, Nuclear, and Process Safety: Actions taken to control the hazards incident to possession, use, and disposal of radioactive and nuclear material, and the processing of hazardous chemicals.

Regulatory Assistant: An individual who provides assistant level support of program administrative functions to the RU.

Regulatory Information: Information submitted to, or developed by, the RU in support of the Regulatory Program.

Regulatory Official: The individual who has been delegated the authority to execute the radiological, nuclear, and process safety regulation and the industrial hygiene and safety regulation of the RPP-WTP Contractor.

Regulatory Process Administrator: An individual who reports to the RO and is responsible for developing and coordinating the procedures and processes for Regulatory Office internal operations and interactions with privatized contractors and for structuring, organizing, integrating, and documenting the regulatory development, interactions, and reviews that must be executed by the RU.

Regulatory Program: The methods, plans, policies, procedures, activities, and actions used or performed by the RU.

Regulatory Unit: The organization that reports to the RO and is dedicated to support the RO in executing regulatory authority.

Regulatory Unit Staff: Employees of DOE or other federal agencies, subcontract support staff, and consultants assigned to support the RU.

Requirements: Standards mandated by an authority through statute, regulation, or contract.

Standards: The expressed expectation for the performance of work.

Subcontract Support Staff: Personnel involved in a contract with the Regulatory Unit to provide or perform administrative or technical tasks, as needed.

River Protection Project: An integrated waste operations program established by DOE in December 1991 to retrieve, store, pretreat, immobilize, and either dispose of or prepare for disposal of Hanford radioactive tank waste.

River Protection Project Contractor(s): The private company(ies) selected to contract with DOE for constructing and operating the technologies and facilities necessary to retrieve, process tank waste, and deliver treated waste products to DOE for storage or disposal.

Work Breakdown Structure: A product-oriented hierarchical depiction of the activities and products necessary to complete the RU project. As part of the overall Hanford mission, the RU has been designated as WBS 8.4.

7.0 LIST OF TERMS

AWS	Alternative Work Schedule
CPPM	Computer Program Protection Manager
DOE	U.S. Department of Energy
IMC	Information Management Coordinator
HRM	Office of Human Resource Management Services
RA	Regulatory Assistant
RL	U.S. Department of Energy, Richland Operations Office
RLPD	RL Policy Directive
RO	Regulatory Official
RPP-WTP	River Protection Project Waste Treatment Plant
RU	Regulatory Unit
SCO	Office of Special Concerns
SSO	Office of Site Services
TAR	Time and Attendance Report

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